

**INTERNATIONAL TRADE ADMINISTRATION**  
**RELEASE AGREEMENT FOR OFFICIAL USE OF PROPERTY**  
**AT EMPLOYEE RESIDENCE**  
(For Domestic Field Employees)

I \_\_\_\_\_  
(Name) (Title) (Unit/DAS/Office)

require the use of (1) the equipment listed below (computer or other equipment) or (2) the attached list of software, outside the Department of Commerce at:

\_\_\_\_\_  
(indicate the address)

from \_\_\_\_\_ through \_\_\_\_\_  
(Date) (Date)

\_\_\_\_\_  
(Property Barcode Number) (Manufacturer/Description of Item)

This property will be used only for official Government business associated with my position at the International Trade Administration. I understand that I am responsible for ensuring the proper use, care and protection of the property while it is in my custody and that I may be held liable for any loss, damage, theft or destruction resulting from my negligence.

\_\_\_\_\_  
Employee Signature Date

I authorize the use of this property outside the Department of Commerce for telework arrangements or for essential work which cannot be completed during business hours. I certify that use of the computer and software applications is for official Government business only and does not violate any software license agreements.

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Property Assistant Date

\_\_\_\_\_  
Inventory Management Specialist Date

*The national custodian is required to:*

- 1) Note the release and return dates of the property,*
  - 2) Enter the physical location of property as "HOME" in the PPS, and*
  - 3) Maintain a copy of this Agreement on file when the release period exceeds 30 days.*
- cc: Unit Property Accountability Officer